

Revised “Draft” Inspection Forms Pilot Project

Date Established	June 26, 2002
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Enforcement Letter	ENF 02-27
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Distribution	Alameda, Calaveras, Colusa, Contra Costa, Fresno, Imperial, Los Angeles, Sacramento, Santa Barbara, Santa Clara, Santa Cruz, and Tehama County Agricultural Commissioners
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Referral	If you have any questions pertaining to this document, please contact Ms. Kathleen Boyle, Program Specialist, at (916) 445-3909.
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Background	Various inspection forms have been revised to incorporate legislative changes (i.e., methyl bromide regulations), comply with the Pesticide Enforcement/ Compliance Action database, and collect pertinent information not currently captured. These activities have been underway since last year.
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The Pesticide Regulatory Affairs Committee (PRAC) met via phone conference on February 28, 2002, and voted to have at least one county from each area group, as well as a cross section of other counties throughout the state, use the draft revised inspection forms and the draft revised Pesticide Regulatory Activities Monthly Report (Report 5) for a six-month period from July 1, 2002 to December 31, 2002 on a trial basis.

The Department of Pesticide Regulation (DPR) plans to make a final recommendation to PRAC on the final acceptance of the forms during the Winter Conference in November 2002.

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Participating Pilot Counties

The following counties have volunteered to represent their area group:

<u>Area group</u>	<u>Counties</u>
Northern	Tehama
Coastal	Santa Cruz
Southern	Santa Barbara
Sacramento Valley	Calaveras
San Joaquin	Fresno

Other volunteer counties include: Alameda, Colusa, Contra Costa, Imperial, Los Angeles, Sacramento, and Santa Clara.

New Forms

Each form is four-color, no carbon required (NCR), and bound. Allotments for each of the volunteer pilot counties were based upon Report 5 totals for fiscal year (FY) 2000/01. If additional forms are required, please contact Ms. Kathleen Boyle at (916) 445-3909.

The new Pesticide Regulatory Activities Monthly Report (Report 5) will be provided to the volunteer pilot counties at the scheduled training in Sacramento. It is not in a multiple page NCR format.

The new forms are:

1) Violation Notice	PR-ENF-101 (Rev. 2/02)
2) Pesticide Pre-Application Site Insp.	PR-ENF-102 (Est. 2/02)
3) Field Worker Safety Inspection	PR-ENF-103 (Est. 2/02)
4) Pesticide Use Monitoring Inspection	PR-ENF-104 (Est. 2/02)
5) Commodity Fumigation Use Monitoring Insp.	PR-ENF-105 (Est. 2/02)
6) Field Fumigation Use Monitoring Inspection	PR-ENF-106 (Est. 2/02)
7) Structural – Branch 1 Use Monitoring Insp.	PR-ENF-107 (Est. 2/02)
8) Structural – Branch 2 & 3 Use Monitoring Insp.	PR-ENF-108 (Est. 2/02)
9) Pest Control Records Inspections – Grower/QA/Dealer/Adviser	PR-ENF-109 (Est. 2/02)
10) Pest Control Records Inspections – Agricultural / Structural	PR-ENF-110 (Est. 2/02)
11) Inspection Report Supplement	PR-ENF-111 (Est. 2/02)

Shipment of New Forms

Forms will be shipped to the participating pilot counties the week of June 24, 2002, for use beginning the new fiscal year starting July 1, 2002.

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Training

A training session is scheduled for the participating pilot counties on July 17, 2002, from 10 a.m. to 3 p.m. at the Sacramento County Agricultural Commissioner’s Office in Sacramento. A map and directions are attached.

Training will consist of reviewing the revised “draft” inspection procedures, a PowerPoint presentation, and workbook exercises.

Note: If the new state budget has not been approved by July 10, 2002, the training may be cancelled. Each participating pilot county will be contacted on July 10 to confirm status of the training or to discuss alternative training plans.

Number of Participants/ County

Due to time and space constraints, training has been established ONLY for the participating pilot counties. Training will be presented as a “train-the-trainer” format for Pesticide Use Enforcement (PUE) deputies of these counties.

For preliminary planning purposes, each county has been allotted three attendees. Counties interested in having additional staff attend should contact Ms. Kathleen Boyle at (916) 445-3909.

DPR field and headquarters staff will also be attending the training.

Business Meeting

A short meeting prior to the start of training will be held to discuss project timelines, paperwork submission, feedback from county staffs, and future meetings. Due to time constraints, the meeting may be continued via phone conference amongst participating pilot counties soon after the training.

An agenda will be distributed around July 10, 2002. Please submit agenda items via email to Ms. Kathleen Boyle at <kboyle@cdpr.ca.gov> by July 9, 2002..

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Questions and Answers

1. Which counties will be using the “new forms” (including the “new” Report 5)?

Only the twelve (12) participating pilot counties: Alameda, Calaveras, Colusa, Contra Costa, Fresno, Imperial, Los Angeles, Sacramento, Santa Barbara, Santa Clara, Santa Cruz, and Tehama.

2. Will the pilot counties be expected to use both the old forms and new forms when conducting inspections (or submitting Report 5)?

NO! Only the “new forms” will be used by the pilot counties from July 1, 2002 to December 31, 2002. Use of the “new forms” after December 31, 2002 will be determined after discussion with participating counties, PRAC, and DPR management.

3. As of July 1, 2002, non-pilot counties statewide have been asked to attach to Report 5 copies of ALL of the following forms (Refer to ENF 02-26):

- Pesticide Use Monitoring Inspection
- Fieldworker Safety Inspection
- Fumigation Inspection
- Pest Control Records Inspection

Does this apply to the pilot counties?

Yes, but form revisions have resulted in more forms being created, and form names being changed. So, during the six month trial period pilot counties will be asked to attach the canary-colored page (designated for DPR) from **ALL** the inspection forms to the “new” Report 5 which is submitted at the end of each month.

4. How soon are the “new” Report 5s expected to be sent to DPR Headquarters?

Pilot counties will be asked to submit their “new” Report 5s as early in the following month (e.g., August for the July report) as possible, because of the short trial period and the push to provide a summary report to the California Agricultural Commissioners and Sealers Association and DPR management.

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Questions and Answers, continued

5. What is the purpose of the Inspection Forms Pilot Project?

The purpose of the project is to have the pilot counties trial the forms for applicability to various inspection scenarios that will be encountered, to track changes in workload, to provide specific comments on forms, and to note considerations for database implementation or change.

Attachments

This document includes the following attachments:

- Directions to Sacramento County Agricultural Commissioner’s Office
 - Map to Sacramento County Agricultural Commissioner’s Office
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